



**CHAUFFEUR
(WAE – When Actually Employed)**

The US Consulate General in Perth is seeking an individual to provide professional driving services.

This position is on a casual basis as required.
Starting salary \$49,483 pro-rata + superannuation benefits.

Please refer to:
<http://canberra.usembassy.gov/job-opportunities.html>
for further details.

Forward letter, resume and response to the position requirements to the Human Resources Office, U.S. Consulate General, 16 St. Georges Terrace, PERTH WA 6000 by **16 September 2011**.

Hand delivered applications cannot be accepted.
Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an equal opportunity employer and maintains a drug free work environment.

POSITION TITLE: <u>CHAUFFEUR - WAE</u>	POSITION GRADE – 4 (STARTING SALARY \$49,483 PRO RATA)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Serves as backup chauffeur for the US Consul General and official visitors and is responsible for the general maintenance and appearance of all official vehicles during extended absences of primary chauffeur.

Major Duties and Responsibilities

1. Acts as chauffeur to the Principal Officer and official visitors and dignitaries, as directed. Is responsible for the Consulate's Armored Vehicle operation. Will liaise with the Protocol/Program Assistant, AFP and Management Officer in formulating daily/weekly/monthly driving schedules and programs. Will liaise with contract driving services for shift handover and schedule coordination for off-hour, week-end and official holiday transport. Is responsible for the pick-up and delivery of dispatches, letters, packages, and unclassified diplomatic pouches using other Consulate vehicles as directed by the Consul General and Management Officer.
2. Responsible for the appearance and general maintenance of x3 Consulate vehicles (1 4x4 LAV, 1 minivan, 1 sedan) and ensuring that they are kept in good mechanical condition at all times. Full detailing of vehicles – washes and cleans vehicles (interior and exterior) as required, but at least once a week for all three vehicles. Responsible for ordering and ensuring all three consulate general official vehicles have adequate supply of petrol in tank at beginning of each day. Ensuring that routine preventative maintenance is performed by liaising with auto repairers and recommending major repairs when required. Ensures all vehicle logs (i.e. trip logs, motor vehicle accident forms, petrol logs and cards) are in each vehicle. Ensure medical kits and CO2 bottles in each vehicle are complete and ready for use
3. Incumbent provides assistance to the management section with US Government owned and leased property by performing minor repairs, maintenance and general handyman duties as directed
4. Will provide other administrative duties including but not limited to photocopy/collate material for mass mailing, assisting with gathering information for ICASS stats, assist direct hire Americans in the purchase and sale of their private vehicles and other duties as directed by the Management Officer.

SELECTION CRITERIA

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. One year minimum experience as a professional driver is required.

3. Level 4 (fluent) written and spoken English is required. This will be tested.
4. Thorough knowledge of Perth streets, suburbs and regional Western Australia and basic preventative maintenance procedures for vehicles is required.
5. An Australian unrestricted clear driver's license is required.
6. Knowledge of standard computer applications such as Microsoft Word, Microsoft Outlook is required.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 16, 2011

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.